

Notarized signature is now required

Please be advised that effective Monday, February 7, 2000 the Building Department will begin requiring the property owner's notarized signature on all new permit applications regardless of the construction value. If the property is owned by a corporation, an officer of the corporation must sign and provide his or her title.

As of the effective date, the department will only accept the signature of the owner's agent if a power of attorney is provided stating the agent is authorized to act on behalf of the owner. However, please be aware, in cases where the owner is acting as an owner-builder, power of attorney will not be accepted.

The owner's signature will not be required on the following application types if the permit holder is a contractor:

- Applications for the issuance of subsidiary permits connected to a master building permit.

Revised permit applications including the following:

- Supplemental fees

If you have any questions or concerns relating to this new procedure, please see the [Permit Records Section](#).